

To: Robert Johnson, Property Coordinator

From: Dee Dee Phillips *TBE*

RE: Trade in of a Ricoh Copy Machine

Date: 02072012

Our Ricoh Aficio 150 digital copier, CCSB Property # 74456 has reached the point that parts are no longer available and/ or the cost is more than the value of the unit for repair. We have negotiated a trade in on a new copier with COPYFAX.

Trade In:

Description	Ricoh Aficio 150 Digital Copier
Property Number	74456
Serial number	H4300100183
Acquisition Cost	\$4710.00
Acquisition Date	April 13, 2000
Allowance for trade in	10,000 Free Copies for trade in of J4067
Purchase Order	00021178
Reason for trade in	No longer under warranty, parts are no longer available
Item to be Purchased:	Ricoh MP2500 Digital Copier
Description:	25 Prts per min, included all parts, labor, service calls, supplies including toner & developer (excluding paper)
Vendor	COPYFAX
Cost of New Copier	\$2022.00
Method of Payment	0421.5200.0641.9005.4200 1300.00 0100.5200.0641.0531.1521 722.00



Ben H. Wortham
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

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TO: Clay County School Board Members
FROM: Carolyn Grissom, Supervisor Information Services
DATE: February 29, 2012
VIA: Robert Johnson, Coordinator of Property

A handwritten signature in cursive script, appearing to read "Carolyn Grissom", is written over the "FROM:" line of the letterhead.

We are purchasing two copiers, one for each of our buildings, and would like to trade-in the old ones with Copyfax. Following is the information for the machines:

Copier one to be Traded-in

A. Model: Aficio 2045e Copier (J7563)
SDCC Number: 86229
Acquisition Date: 10/27/2005
Acquisition Cost: \$10,457.00
Reason for Trade -in: High volume of training materials, machine is costing time and materials with jams, need additional fax and scanner
Allowance for Trade-in: First 25,000 prints free for trade-in for J7563

Copier two to be Traded-in:

B. Model: Aficio 2018D Copier (J6905)
SDCC Number: 82653
Acquisition Date: 8/26/2004
Acquisition Cost: \$3,253.00
Reason for Trade-in: More employees working at that building site due to restructuring and high volume of copies are being made, need additional fax and scanner
Allowance for Trade-in: First 25,000 prints free for trade-in for J6905